

MEMORANDUM OF UNDERSTANDING

This agreement is made and entered into by and between:

The Washington Traffic Safety Commission
1000 S. Cherry Str.; PO Box 40944, Olympia, WA 98504-0944
Hereinafter referred to as "WTSC"

And:

Insert your agency name here – hereinafter referred to as "Contractor"

It is the purpose of this agreement to provide overtime funding to law enforcement agencies to conduct nighttime seat belt-focused patrols **during the following time period: May 21 – June 3, 2007**. The goal of the enforcement is to intercept seat belt law violators at night.

IT IS, THEREFORE, MUTUALLY AGREED THAT:

1. Contractor will provide commissioned police officer(s) (active or paid reserve) with appropriate equipment on an "overtime" basis (not to exceed 1.5 times their normal salary) to participate in seat belt patrols at night. No on-duty personnel will be funded under this agreement or grant.
2. The period of activity will take place between **May 21 and June 3, 2007**. Funding is not available before or after this period and funding may not exceed the amount specified in the notification from WTSC.
3. Funded personnel agree to follow procedures outlined in the approved "Operational Plan" submitted as part of this grant request. Dates for the enforcement and locations may change as needed. The participants agree to take a "zero tolerance" approach with seat belt law violators. It is understood that violator contacts may result in other traffic safety related, time-consuming activity. Such activity will be considered for reimbursement. Activity other than that initiated through nighttime seat belt emphasis patrol contacts (investigating collisions, emergency responses, etc.) will be the responsibility of the contracting agency and will not be reimbursed.
4. Contractor must submit for reimbursement within two months of the patrol activity. Billings will include:
 - a. Invoice Voucher (A 19-1A Form attached). Please note that we cannot accept a FAX. We must have your agency identified as the Claimant, a Federal Tax ID number and an original signature of the agency head, command officer or contracting officer on the A 19-1A.
 - b. Payroll support documents (evidence the officers were paid which might include overtime slips or payroll documents),
 - c. Patrol Activity Logs (see attached forms). **Please note: FAX the Patrol Activity Forms within two days of the enforcement project to 360-586-6489 attn: Tanya Wambold or email to twambold@wtsc.wa.gov.**
5. Disputes arising under this agreement shall be resolved by a panel consisting of one representative of the WTSC, one representative from the Contracting Agency and a mutually agreed upon third party. The dispute panel shall thereafter decide the dispute with the majority prevailing.
6. Either party may terminate this agreement upon (30) days written notice to the other party. In the event of termination, the terminating party shall be liable for the performance rendered prior to the date of termination.

IN WITNESS WHEREOF, PARTIES HAVE EXECUTED THIS AGREEMENT:

Contacting agency

WA Traffic Safety Commission

Contracting agent (print/type name)

Signature

Date